

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>SpeedTypes</i>
Process Number	<i>AR-013</i>

Description of Process

SpeedTypes are shortcut keys used to generate transactions in which you repeatedly enter the same combination of ChartField values. SpeedTypes can increase journal entry efficiency and accuracy by eliminating the need to enter the same combination of values for a journal line. For example, when entering a journal describing a particular transaction, you enter the same Fund and Account number. Using a SpeedType enables you to type in one alphanumeric code that would automatically enter the Fund and Account ChartField values. SpeedTypes are created using the Business Unit SetID.

Input to Process

Series of ChartFields used in a defined combination.

Output of Process

SpeedType that generates the ChartField combination and can be used in a journal entry.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	SpeedTypes

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Business Process Description

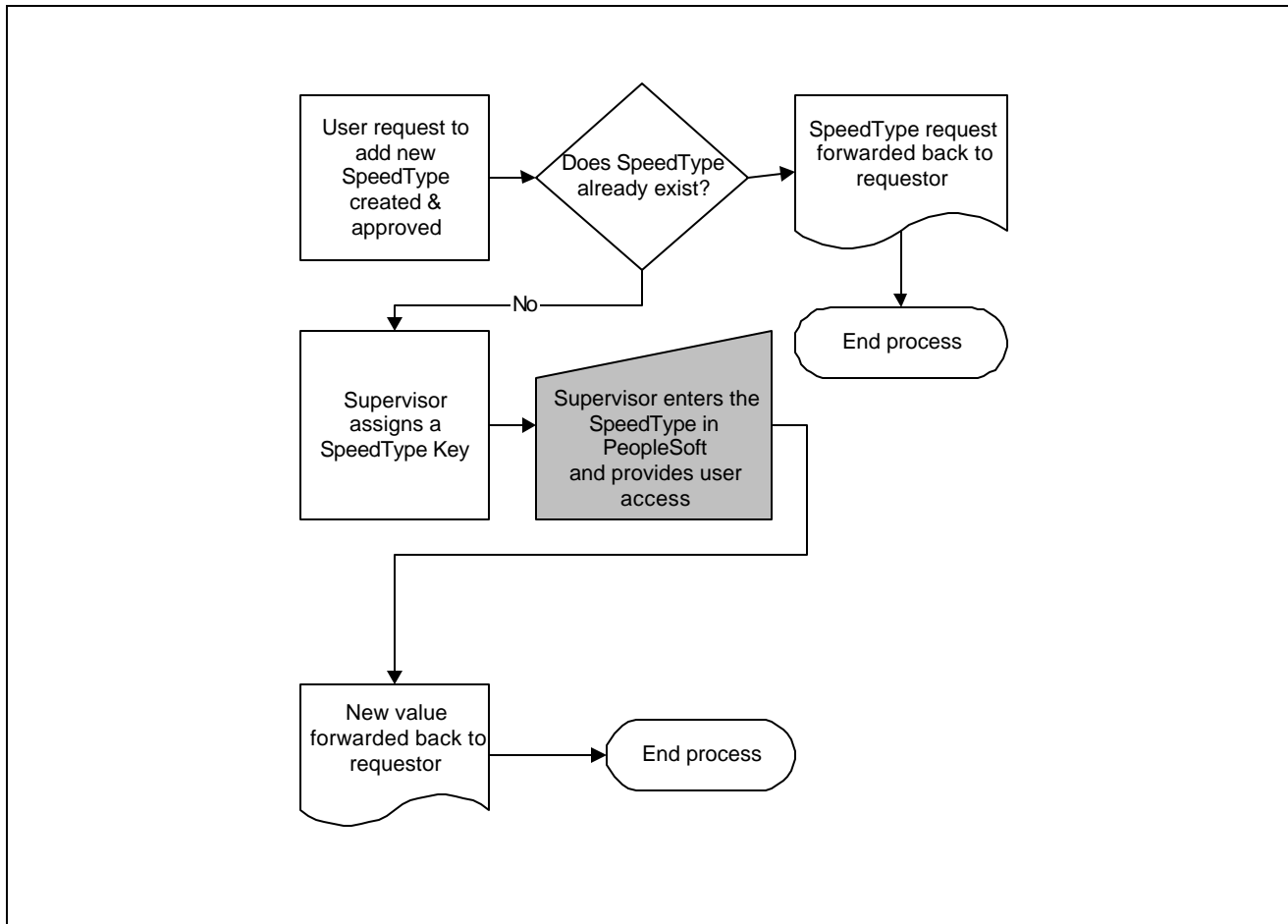
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Complete request form to create a new SpeedType</u></p> <p>Using the forms provided to you (see attached), submit your request to the individual responsible for creating SpeedTypes, typically someone at a supervisory level. If valid, the request will be processed. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.</p>	Agency
<p><u>Step 2: Enter identifiers for the SpeedType</u></p> <p>Enter the SetID and SpeedType Key for the SpeedType you are creating. These are required fields. The SetID must equal the Business Unit for the SpeedType you are creating and will only be available from within that Business Unit. The SpeedType Key represents the name of your SpeedType and can be any alphanumeric value up to 10 characters. You can restrict the use of a SpeedType key to a particular operator or class of operators by entering a value in the appropriate field, or make the key universally available by leaving those fields blank. If you decide to add operator and operator classes at a later time, you may do so using the prompt boxes in the SpeedTypes panel (see Step 3). You can select from the list of valid operators by pressing F4.</p>	Agency
<p><u>Step 3: Define your SpeedType</u></p> <p>Enter a short description to identify your SpeedType. PeopleSoft uses the short description on panels and online inquiries with limited display space. If you did not specify the operator and operator classes in Step 2, enter the type of SpeedType you wish to create. This feature provides access to your SpeedType to one or more operators and/or operator classes. Select the type from the following options:</p> <p>Universal - All operators are authorized to use this SpeedType</p> <p>One Operator - An operator ID that you specify in the Operator field is authorized to use this SpeedType.</p> <p>One Operator Class – The operator class that you specify in the Class field is authorized to use this SpeedType.</p> <p>Based upon your selection you will be required to specify the operator or class, as appropriate, in the fields provided.</p> <p>Select the ChartFields that compose your SpeedType. From the prompt boxes provided, select the Account, Fund, Organization, Program Code, Sub-Classification, Budget Year, Project/Grant, Currency and Statistic values that will compose your SpeedType.</p>	Agency
<p><u>Step 4. Save the SpeedType</u></p> <p>The SpeedType is now available for use in the journal entry process.</p>	Agency

Forms Used with Process (#)

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**Attach sample form(s)

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested